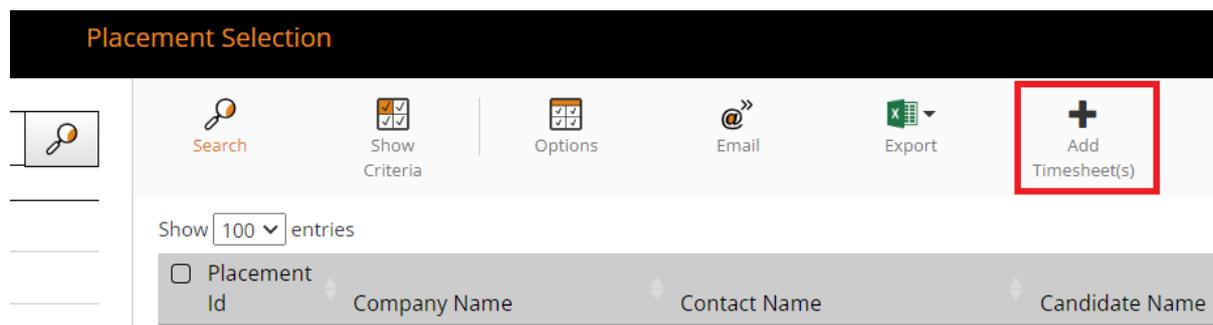


Add Timesheet(s) from Placement Selection Screen

When on the Placement Selection Screen, it is now possible to enter a Timesheet against multiple Placements in a single workflow.

This is only intended for recording standard rate Timesheet submissions. Timesheets with multiple rates and various units of measure should remain submitted from within the Placement record.

As a user, when on the Placement Selection Screen, if you search on the term 'Contract' AND/OR 'Rolling Contract' along with the Authorisation Level 'Level 2', within the toolbar you will then find the option to 'Add Timesheet(s)':



As standard this feature is configured to only allow bulk timesheets against the same Company record.

If you would like to submit a Timesheet against multiple Placements from different Companies there is a Global Setting to enable this:

Admin > Global Settings > Placement section > Allow option to 'Add Timesheet' across multiple Companies on Placement Selection Screen - Yes/No

Once you have selected your intended Placements and clicked 'Add Timesheet(s)', it will produce an alert, allowing you to enter the following fields:

- Period End Date of the Timesheet
- Timesheet Type (Weekly, Monthly Calendar, Monthly 4/5 Weeks - this will only consist of the Timesheet Types that are associated to the selected Placements)
- PO Number (this will only appear if the Placements are associated to the same Company or you have selected a single Placement)
- Rate Unit of Measure (Hourly, Daily, etc - this will only consist of the unit of measures against the standard rate of the selected Placements)
- Total Units

Add Timesheet(s) from Placement Selection Screen

Period End Date *	<input type="text"/>
Timesheet Type *	Monthly (Calendar) <input type="button" value="v"/>
PO Number	<input type="text"/> <input type="button" value="v"/>
Rate UOM *	Daily <input type="button" value="v"/>
Total Units *	<input type="text"/>

Once you have entered you're intended Timesheet, press 'OK'.

The bulk timesheet process will perform a validation check to ensure that the selected Placements match the specified Timesheet Type, Rate UOM/Charge Unit. It will also check that the entered Period End Date is within the Placement Start/End Date Range.

If the Placement passes these validation checks a Timesheet is created.

When the workflow is complete, any failures during this process will result in an alert with a description on the reason for the failure:

Failed to process timesheets for the following reasons on the following Placements:

- 1577: Charge Unit Mismatch
- 1587: Timesheet Type Mismatch, Period End date before Placement Start
- 1699: Charge Unit Mismatch, Period End date before Placement Start
- 1553: Timesheet Type Mismatch

The Placements that are not on this list will have a timesheet successfully created against them.

The ID of the Placement on the failure alert will be a link to open the Placement in a new tab.

N.B: It is currently possible to create more than one Timesheet against a Placement with the same Period End Date.